

PUBLIC UTILITIES ADMINISTRATOR

NATURE OF WORK

This is highly responsible technical, administrative and supervisory work in the overall design, construction, planning, operation and maintenance of various public works and utilities projects, facilities and programs with primary emphasis given to utilities.

Work involves assisting in the overall management, administration and operation of a portion of the Public Works and Utilities Department; and supervising and providing professional services in connection with maintaining a sanitary landfill and recycling operation; water production and distribution facility; and wastewater collection and treatment facility. Work also involves reviewing plans and specifications for construction of a wide variety of public utilities projects. Human resource development and building productive public/private relationships for the Department are key responsibilities. Work is performed under the general supervision of the Director of Public Works and Utilities with work being reviewed through conferences, evaluation of reports and results achieved. Supervision is exercised over professional, administrative and technical staff engaged in the design, construction, operation and maintenance of extensive public utilities projects in the Water Production and Distribution and Waste Collection and Treatment Divisions.

EXAMPLES OF WORK PERFORMED

Supervises subordinate professional, administrative and technical staff engaged in the design, construction, operation and maintenance of various public utilities projects; assists Director in the overall management, administration and operation of the Public Works and Utilities Department.

Assists in the development and planning of a comprehensive public utilities capital improvement program in conjunction with the departmental director; supports the implementation of that program.

Supervises and assists in the preparation of budgets and reports for the Waste Collection and Treatment and Water Production and Distribution Divisions.

Reviews construction plans, consultant agreements, change orders, etc. as they effect public utility projects.

Represents the City in conferring with other governmental jurisdictions, private firms and the general public concerning public works and utilities projects.

Confers with and advises Division Heads on problems relating to the maintenance of the sanitary landfill and recycling operation, as well as the design, construction and maintenance of wastewater collection and treatment, and water production and distribution projects.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of sanitary landfill and recycling activities, and of water and sewage utility operations including production, treatment and distribution activities.

Thorough knowledge of the principles and practices of administration as applied to the design, construction and maintenance of public works and utilities projects.

Thorough knowledge of the principles and practices of public administration.

Ability to organize and coordinate the operation and maintenance of assigned divisions.

Ability to establish and maintain effective working relationships with city officials, other governmental agencies, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration, engineering or related field plus thorough experience in the administration, operation and maintenance of sanitary landfill, recycling, water and wastewater systems.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public or business administration, engineering or related field plus considerable supervisory experience in the operations of water and wastewater systems; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

10/80

Revised: 7/97

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